

Close

<b>Bulletin Number</b>	8875BR
<b>Type of Recruitment</b>	Open Competitive Job Opportunity
<b>Department</b>	Human Resources Countywide Exams
<b>Position Title</b>	DEPARTMENTAL CIVIL SERVICE REPRESENTATIVE
<b>Exam Number</b>	R1881E
<b>Filing Type</b>	Open Continuous
<b>Filing Start Date</b>	08/27/2012
<b>Salary Type</b>	Monthly
<b>Salary Minimum</b>	\$5,399.09
<b>Salary Maximum</b>	\$7,080.64
<b>Position/Program Information</b>	Represents departmental management as an advocate before the Civil Service Commission.
	<b>FILING WILL BE SUSPENDED AFTER THE FIRST 100 APPLICATIONS ARE RECEIVED OR ON WEDNESDAY, AUGUST 29, 2012 AT 5 P.M. (PST), WHICHEVER OCCURS FIRST. THE EXAM WILL REOPEN IF THE NEEDS OF THE SERVICE REQUIRE.</b>
<b>Essential Job Functions</b>	Analyzes, researches, formulates, recommends, and administers departmental policies, procedures, rules, and regulations related to discipline, relevant case law involving disciplinary actions, rules of evidence, administrative law, civil and criminal procedure. Handles discrimination matters that require prompt and sufficient action to mitigate liability exposure to the County. Serves as a consultant to departmental managers in establishing and reviewing departmental disciplinary policies, preparing and documenting performance evaluations, counseling managers on techniques for correcting specific behavior or performance problems, ensuring appropriate application of Civil Service Rules and Employee Relations agreements, ensuring letters (e.g., disciplinary, discharge, reduction and suspension) are consistent with applicable policies, procedures and guidelines, recommending modifications of proposed departmental actions, and reviewing negative performance evaluations to ensure such evaluations are properly documented and supported. Conducts directed investigations, reviews, prepares, and fact finding on matters arising from Skelly meetings, grievances, and/or third party investigative reports. Reviews, advises, and/or prepares proposed corrective actions letters, including but not limited to letters of discharge, reduction, and suspension to ensure the department is consistent with applicable regulations, policies, procedures, and to ensure proposed actions have a sufficient basis for defense. Works with management and/or employee relations to enter into stipulated agreements and settlements if such agreements and settlements are in the best interests of the department. Prepares, reviews, and evaluates a variety of documents (e.g., narrative reports, correspondences, settlement proposals, etc.) using a personal computer and appropriate software programs and using standard English (e.g., grammar, structure, punctuation, usage, etc.) in order to communicate pertinent information to all relevant parties. Prepares and present cases for Civil Service or Employee Relations Commissions by interviewing witnesses, assembling evidence, analyzing information, developing a strategy of presentation, preparing briefs, motions, and oral arguments, and examining and cross examining witnesses. Testifies before the Employee Relations and Civil Service Commissions or other formal administrative proceedings as

	needed.
<b>Requirements</b>	<p><b>SELECTION REQUIREMENTS:</b></p> <p>OPTION I: One year of experience performing technical human resources responsibilities at the level of Senior Departmental Personnel Technician*, or Human Resources Analyst II**.</p> <p>OPTION II: One year of experience preparing and presenting cases involving employee discipline before an impartial third party.</p> <p>OPTION III: Graduation with a Juris Doctor degree or its equivalent from a law school accredited*** by the Committee of Bar Examiners or approved by the American Bar Association, or by the California State Council for Post-Secondary Education.</p>
<b>License(s) Required</b>	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
<b>Special Requirement Information</b>	<p>*In the County of Los Angeles, Senior Departmental Personnel Technician performs the more difficult technical personnel work in a County department or supervises the day-to-day work of a small unit comprised of technical personnel and clerical staff of the personnel office of a medium-sized department.</p> <p>**In the County of Los Angeles, Human Resources Analyst II conducts administrative studies and analyses of County personnel operations, and provides professional services to operating departments regarding administration of Countywide Human Resources programs, under general supervision.</p> <p><b>In order to receive credit for the required degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing.</b></p>
<b>Accreditation Information</b>	<p>***<b>Accreditation:</b> Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and <u>International Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by <u>The National Association of Credential Evaluation Services</u> or <u>the Association of International Credential Evaluators, Inc. (AICE)</u>.</p>
<b>Examination Content</b>	<p>This examination will consist of two (2) parts:</p> <p><b>PART I</b> - A written test weighted 50% that consists of both computerized and paper-and-pencil components.</p> <p>Section 1: A Broad Based Employment Skills Test (B-BEST), which consists of reading comprehension, written expression, and data analysis and decision making/mathematics.</p> <p>Section 2: A computerized Work Styles Assessment (WSA), which consists of deductive reasoning, professional potential, achievement, independence, influence, confidence and optimism, and reliability.</p> <p>Only those candidates who pass the written test will be eligible to proceed to the structured interview (Part II). Candidates who are unsuccessful on the written test will be notified by mail. Written scores cannot be given over the phone.</p>

**PART II** - A structured interview weighted 50% designed to assess knowledge of employment laws, interpersonal and communication skills, work skills and productivity, and software knowledge and skills.

**This examination contains test parts that may be used in the future for new examinations. Upon acceptance of on-line application, your score will be transferred to the new examination and may not be allowed to re-take any identical test part(s) for at least a year.**

**TRANSFER OF SCORES:**

Applicants that have taken any identical written test part(s) for the following exams within the last twelve (12) months, will have their written test scores for the identical test part(s) automatically transferred to this examination upon acceptance of their ON-LINE application:

- Accounting Systems Analyst, Exam Number S2646A
- Administrative Services Manager I, Contracts, Exam Number 140
- Administrative Services Manager II, Contracts, Exam Number 148
- Chief Program Specialist CEO, Exam Number M0819
- Departmental Employee Relations Representative, Exam Number R1907A
- Deputy Compliance Officer, Exam Number 162
- Head Departmental Civil Service Representative, Exam Number R1882D
- Information Technology Manager I, Exam Number 168
- Information Technology Supervisor, Exam Number I2598B
- Management Analyst, Contracts, Exam Number 147
- Management Assistant/Administrative Intern, Exam Number R0895M
- Program Specialist III CEO, Exam Number M0817AG
- Program Specialist IV CEO, Exam Number M0818P
- Senior Departmental Employee Relations Representative, Exam Number R1908D

**IN ACCORDANCE WITH CIVIL SERVICE RULE 7.19, THE WRITTEN TEST MATERIALS ARE STANDARDIZED AND COPYRIGHTED; AND THEREFORE, NOT SUBJECT TO REVIEW. IN ADDITION, REQUESTS FOR HANDSCORING FOR THIS EXAMINATION WILL NOT BE GRANTED.**

CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON EACH WEIGHTED PART OF THE EXAMINATION IN ORDER TO BE PLACED ON THE ELIGIBLE REGISTER.

**Special  
Information**

**TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR WRITTEN EMPLOYMENT TESTS:**

An interactive, Online Test Preparation System for taking practice tests and printable Information Guides may be accessed on the Department of Human Resources website at: <http://hr.lacounty.gov>

You can also access practice tests for the computerized version of the test by going to the following website: <http://service.shl.com/shl-on-demand-candidates/index.php?action=showEntry&data=1444>

While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

**Vacancy  
Information**

The eligible register resulting from this examination will be used to fill vacancies throughout the County of Los Angeles.

**Eligibility  
Information**

Applications will be processed on an "as-received" basis and those earning a passing score will be promulgated to the eligible register accordingly.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of 12 months following the date of promulgation.

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 12 MONTHS.

**Available Shift**

Day

**Application and  
Filing  
Information**

All applicants are required to submit a Standard County of Los Angeles Employment Application **ONLINE (via electronic submission) ONLY**. Facsimile and hard copy applications will not be accepted.

Applicants may upload additional documents as attachments (e.g., diplomas, certificates, etc.) at the time of filing. If you are unable to attach required documents, you must fax them to (213) 380-3681 within five (5) days of filing your application. Please include the exam number and title.

We must receive your application by 5:00 p.m., PST, on the last day of filing.

**INSTRUCTIONS FOR FILING ONLINE:**

Apply online by clicking on the link above or below this bulletin that reads, Apply to Job so you can apply online and track the status of your application and get notified of your progress by email.

The acceptance of your application depends on whether you have CLEARLY shown that you meet the SELECTION REQUIREMENTS. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer,

your job title, beginning and ending dates of employment, number of hours worked per week, salary earned, size of organization, number and composition of personnel supervised, scope of responsibilities, and functions managed. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process.

**SOCIAL SECURITY NUMBER:**

All applicants **MUST** enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

**COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:** For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

**NO SHARING OF USER ID AND PASSWORD:** All applicants must file their application on-line using their **OWN** user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

**County of Los Angeles Information**

**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:**

[GENERAL EXAMINATION INFORMATION](#)

**OR**

Visit <http://hr.lacounty.gov> to view the above information. Click on Career Opportunities' Tab, and then click on General Examination Information Tab.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

<b>Department Contact Name</b>	Employment Information Services Office
<b>Department Contact Phone</b>	213-738-2084
<b>Department Contact Email</b>	rlowery@hr.lacounty.gov
<b>ADA Coordinator Phone</b>	213-738-2057
<b>Teletype Phone</b>	800-899-4099
<b>California Relay Services Phone</b>	800-735-2922
<b>Alternate TTY Phone</b>	800-897-0077
<b>Job Field</b>	General Government Services/Other

**Job Type**

Professional

Close